

SECTION X

ASSESSMENT OF EMPLOYMENT PRACTICES (IDENTIFICATION OF OTHER PROBLEM AREAS)

An in-depth analysis has been made of the division's workforce and job groups to identify areas where potential problems have or might occur. The results of the analyses are as follows:

1. Workforce Composition: The job group analysis, which included an availability analysis and the corrective action by the establishment of placement goals, is located elsewhere.

- Females represent 46.03% of the workforce of the division.
(females = 29 out of 63 total employees)
- Minorities represent 66.67% of the workforce of the division.
(minorities = 42 out of 63 total employees)
- In order to ascertain whether there existed a concentration of minorities or females in our workforce, the percent minorities and females in the division's workforce was compared to the percentage representation in the City of Huntsville's (City) entire labor force.
- It was determined that minorities comprise 27.46% of the City's overall labor force and females 22.72%. With minorities comprising 66.67% and females 46.03% of the City's Public Transit Division's workforce, this data shows that we have a much higher percentage of minorities and females in our workforce as compared to the City's – suggesting a high concentration of both minorities and females in this division.
- Upon review of our applicant data this period, of the 2,768 applicants that applied for job vacancies in this division (internal & external) and based on those who self-identified their race and gender, 1,726 (62.36%) were minorities and 999 (36.09%) were females. This shows that our efforts in the recruitment of minorities and women to fill job vacancies were successful. Our minority applicant pool also helps to explain why we have such a high percentage of minorities comprising our workforce.

The Public Transit Division is committed to recruiting and hiring qualified and conscientious individuals to provide transportation assistance to the general public. As such, we select qualified applicants for employment without regard for the applicant's protected status. For operational purposes and so that we maintain the continuity of our services, our ultimate goal is to recruit, train and retain individuals once they have been hired into the division. Selection procedures are under continuous review by

the Equal Employment Officer and are conducted in accordance with the City of Huntsville's Personnel Policies and Procedures. Therefore, our overall goal is to continue to monitor our numbers and make adjustments in staffing as dictated by our operational needs. To help address concentration and upward mobility issues, it is our continued aim to ensure that Public Transit employees can avail themselves of interdepartmental transfer/promotion opportunities by doing the following:

- a. Continuing to ensure that job announcements from other departments within the City are posted as required.
- b. Ensuring that Public Transit employees are aware of training classes offered by the City of Huntsville to all of its employees, i.e., computer training classes conducted by the ITS department, by posting class dates and times for employees without computer access and varying work schedules to accommodate individuals desiring to take advantage of these courses.
- c. Conducting a survey within the division to obtain suggestions from staff as to how management can best assist them in the area of training and development. (To be done within the next 12 months)
- d. Equal Employment Officer to conduct training on how to prepare for a job interview – interviewing skills and techniques. (To be done periodically for all staff and new hires as needed)

2. Recruitment Practices

External Recruitment

Our career opportunities announcements (job announcements) open to the public are mailed to local churches, high schools, colleges/universities, vocational schools, technical colleges, rehabilitation centers, community action and civil rights organizations and the Alabama State Employment Service. These announcements are also posted in every department throughout the City of Huntsville, on the City's job line, and the City's public service announcements television channel (HSV1). When requested by the department head, job vacancies are also placed in newspaper ads, professional journals, etc.

Additionally, the City of Huntsville's Human Resources Department initiated an on-line application process in January, 2008 (Neogov), which has extended our recruitment capabilities nationally. These various means of informing the public of employment opportunities with the City of Huntsville to include the Public Transit Division are done in an attempt to increase the number of qualified individuals who apply for job vacancies to include minority and female applicants.

Twenty-two (22) Career Opportunities Announcements (job announcements) were posted this period for the Public Transit Division. Of the 22 job announcements in this division, 6 (27.27%) were posted externally. These announcements were all for position vacancies in Job Group #5 and ran from January 1 – December 31 each year for 3 years. Over this three year period of time, we received a total of 2,691 applications - 1,715 applicants self-identifying as being a minority and 980 as female.

JG#	Position	Total #Applicants	#Minority Applicants	#Female Applicants
5	Fixed Route & Paratransit Drivers	2,691	1,715 (63.73%)	980 (36.42%)

% Minority Weighted Availability = 39.10%

% Female Weighted Availability = 51.20%

Based on the above data, we were successful in our external recruitment efforts to recruit both minority and female applicants for these positions.

Internal Recruitment

Job announcements that are restricted to City employees or restricted to a specific department or division within the City of Huntsville can only be filled by individuals currently employed by the City of Huntsville. These announcements are posted within City departments as indicated on the job announcement. Those restricted to all City employees will be posted in every department throughout the City of Huntsville. Those restricted to a specific department will only be posted in the applicable department or division within a department.

This period, 16 (72.73%) of the 22 job announcements for the Public Transit Division were posted internally and restricted either to all City of Huntsville employees (3) or to the Parking & Public Transit department (13).

JG#	Position	Total #Applicants	#Minority Applicants	#Female Applicants
2	Fixed Route Coordinator	5	2 (40.00%)	1 (20.00%)

Note: Job announcement closed 12/23/11. Applicant selected for promotion 01/23/12

JG#	Position	Total #Applicants	#Minority Applicants	#Female Applicants
2	Fixed Route Lead Driver	3	1 (33.33%)	1 (33.33%)
2	Paratransit Lead Driver	3	3 (100%)	
3	Public Transit Dispatcher Total # Job Announcements = 3	22	12 (54.54%)	10 (45.45%)
5	Fixed Route & Paratransit Driver Total # Job Announcements = 11	44	24 (54.54%)	20 (45.45%)

We were successful in our internal recruitment of minority and female candidates to fill job vacancies in Job Groups #3 and 5. However, our female employees showed no interest in either of the Lead Driver vacancies in Job Group #2 Paraprofessionals. The majority of our internal job announcements (11 out of 16 – 68.75%) were to fill positions for Fixed Route and Paratransit Drivers. This afforded many of our temporary part-time drivers an opportunity to obtain regular part-time or full-time status and regular part-time drivers were also able to obtain full-time status.

3. Selection Process

The entire selection process is monitored on a continuous basis by the City's Equal Employment Officer. Job Specifications (job descriptions) are reviewed to ensure that they are up to date and do not have unnecessary qualification requirements tending to discriminate against minorities and females. Likewise, application forms, job announcements, interview questions and any other selection procedures are reviewed and approved by the Equal Employment Officer prior to them being posted and/or put into use. Any problems and/or concerns noted are corrected at that time.

Job announcements are normally posted for two weeks with an opening and closing date, during which time applications are accepted. After the closing date, all applications are forwarded to the Equal Employment Officer for review prior to being sent to the hiring supervisor and/or manager. They are held until the review of all interviewing documents and/or selection procedures have been completed and approved, i.e., interview questions, testing procedures, etc. This is done in order to ensure that each applicant chosen for interview is being subjected to the

same selection evaluation procedures, which ensures fairness and consistency in our selection process. Prior to the interviews being conducted, the names of all applicants selected for interview must be submitted to the Equal Employment Officer for concurrence. In addition, the Equal Employment Officer randomly monitors the interview/selection process in the Public Transit Division. No inadequacies in the process have been noted to date.

Once a candidate has been selected for hire and a conditional job offer is made, he/she must submit to and satisfactorily complete a series of post job-offer screening procedures. The City of Huntsville conducts criminal background checks, driver license status, national data base search for sex offenders, employment and personal reference verifications, education and certifications/licensures verifications, credit reports, pre-employment physicals and drug screens as required for the position. A combination of these are repeated again on all employees selected for promotion and/or transfer as appropriate for the position.

4. Personnel Activity

An analysis of the personnel activity in this division over the previous evaluation period (2012 – 2014) revealed that activity occurred in all areas, i.e., new hires, promotions, transfers, demotions, and terminations.

New Hires, Promotions, and Transfers

There were a total of 43 new hires, 6 promotions and 3 transfers in the Public Transit Division.

New Hires	Job Group#	# Hired	% of New Hires
Total = 43	5-Service Maintenance	43	100.00%

Job Groups 1-4 (Professionals, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Officials & Administrators) experienced no hiring activity during this evaluation period. Job Group #5 with a placement goal set of 68.60% (12 persons) for females experienced the highest amount of hiring activity. A total of 27 minority (62.79%) and 25 (58.14%) female applicants were hired.

There were a total of 6 promotions this evaluation period involving Job Groups #2 Paraprofessionals (3), #3 Administrative Support (1), and #5 Service-Maintenance Workers (2). None contributed to our placement goal for females in Job Group #2. Two females received promotions *within* Job Group #5, which had no effect on the female placement goal for this group.

Promotions

Total = 6 4 males promoted (66.67%) 2 Females promoted (33.33%)

(1 male promoted within JG #2; 2 males promoted from JG #5 to JG #2; 2 females promoted within JG #5 and 1 male Parking Cashier promoted from JG #3)

There were three (3) lateral transfers this period – two were made to Job Group #3 and one to Job Group #5. Two female Paratransit Drivers from Job Group #5, applied for and received lateral transfers to the position of Public Transit Dispatcher (Job Group #3). One male Public Transit Dispatcher from Job Group #3 received a departmental transfer to a Paratransit Driver position in Job Group #5. The two female transfers from Job Group #5 had a negative effect on our being able to meet the placement goal for females in this group.

Our impact ratio analysis this period revealed that there was no evidence of adverse impact for new hires and promotions. The number of transfers (3) was too small to be statistically significant for evaluation.

Demotions

There were three (3) demotions this evaluation period all involving Job Group #5. Two were voluntary demotions and one was a departmental action taken against a Fixed Route Driver who lacked the proper passenger endorsement on their Commercial Driver's License to operate a Shuttle Bus. A minority male Paratransit Lead Driver (Grade 8) requested and received a demotion to a Paratransit Driver position (Grade 7). A non-minority Parking Enforcement Officer I, Grade 8 (Regular, Part-Time) was voluntarily demoted to Paratransit Driver, Grade 7, (Regular, Part-Time). A minority female Fixed Route Driver (Grade 8) was demoted to a Paratransit Driver position (Grade 7) for lack of the proper credentials as mentioned above. This demotion also had a negative effect on our placement goal for females in Job Group #5.

Terminations

Our records indicate that we had a total of thirty-six (36) terminations this evaluation period (2012 – 2014) all from Job Group #5 (100%).

Of these terminations, nineteen were females (52.78%) and seventeen were males (47.22%) – 21 minorities (58.33%) and 15 non-minorities (41.66%). Further analysis of these terminations indicated that there were 29 (80.56%) voluntary and 4 (11.11%) involuntary terminations this period. Of the 4 discharges, 3 (75.00%) were minorities and 1 (25.00%) was a non-minority.

Based on a review of the individual termination transactions by the Equal Employment Officer with emphasis being placed on the involuntary terminations (discharges), it has been determined that the Public Transit Division is in full compliance with the City of Huntsville's Personnel Policies and Procedures Manual in this area. Our impact ratio analysis this period revealed that there was no evidence of adverse impact for terminations.

(See Section XIII – Employment Practices Charts for Hiring, Promotions, Transfers, Demotions, Terminations, and Impact Ratio Analysis Worksheets)

5. Training

Extensive training is required for the following positions within the Public Transit Division: Paratransit Driver, Fixed Route Driver, and Public Transit Dispatcher.

Prior to being allowed to operate their vehicles independently, all Paratransit and Fixed Route Drivers receive training that is specific to the duties the driver is expected to perform in that position. Each section – Paratransit and Fixed Route – has a New Driver Training Checklist. This checklist follows the new driver from the first day of orientation until the completion of training. This training covers departmental policies and procedures, vehicle orientation and operating procedures, use of equipment, customer service, passenger assistance techniques to include appropriate assistance for passengers having diverse disabilities, routes and service practices, Smith System Training, etc. Driver training is conducted by the appropriate Coordinators (Paratransit or Fixed Route), Lead Drivers (Paratransit or Fixed Route), and trustworthy experienced Paratransit or Fixed Route Drivers.

Smith System Training teaches drivers to drive defensively and to be aware of and manage the space around them at all times. This training module is taught initially and is repeated approximately every other year or after an at-fault accident has occurred.

In addition to one-on-one monitoring and personal training by a supervisor or another experienced driver, video training on safety is also conducted. Drivers are required to watch videos on the following topics: Winter Driving, Steps to Take at an Accident, Watching Out, Coaching the Van Driver, Guarding Against Infection, S-Series Transit Operational Video, Doing it Right (The Sure-Lok Wheelchair Securement & Occupant Restraint Systems Training Program), and Transporting Passengers With Special Needs: A Coaching Program.

Training is not considered complete and no driver can operate independently until he/she has demonstrated competency in performing the essential job functions of the position. At the time training is fully completed the New Driver Training Checklist is signed by the supervisor and the driver and placed in the driver's departmental file.

Public Transit Dispatchers receive training in the correct operation of the telephone call center and the software used to reserve travel for Handi-Ride customers, how to dispatch trips to drivers, and how to manage driver schedules so that all customers receive service in a timely manner. Training for Public Safety Dispatchers is conducted by other experienced dispatchers, the Administrative Services Supervisor and the Public Transit Manager.

4. Compensation

The City of Huntsville has a well defined policy in its Personnel Policies and Procedures Manual regulating salary administration and is applicable to all of its departments. The City's compensation system is reviewed and adjusted periodically as determined necessary by the Human Resources Department. The Public Transit Division is governed by this policy.

(See Employment Practices – Personnel Policies and Procedures, Section 7-Classification Plan and Section 8-Salary Administration)

Conclusion:

As stated previously, the Public Transit Division is a small, but stable division. We will continue to monitor and identify problem areas and develop plans for corrective action as we continue forward.

SECTION XI

ACTION-ORIENTED PROGRAMS

The City of Huntsville which includes its Public Transit Division, has instituted action programs to eliminate identified problem areas and to help achieve established goals and objectives. These programs include:

- Reviewing all job descriptions to ensure they accurately reflect job functions, knowledge, skills and abilities, education, experience, and special credentials required thereby establishing a consistent standard for selection from among all candidates for employment or promotion.
- Making job descriptions available to all members of management involved in the recruiting, screening, selection and promotion processes. Up-to-date job descriptions are available on the City's intranet as well as available to employees and applicants for employment via the City of Huntsville website.
- Evaluating the total selection process to ensure freedom from bias through:
 - a. Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
 - b. Evaluating selection methods to ensure that they are job-related and consistent with business necessity;
 - c. Training personnel and management staff on proper interview techniques;
 - d. Monitoring of the hiring, promotion and other selection activities by the Equal Employment Officer to ensure that equal opportunities are afforded minorities and women; and
 - e. Training in EEO for management and supervisory staff.
- Using techniques to improve recruitment and increase the flow of minority and female applicants. The City of Huntsville presently undertakes the following actions:
 - a. Including the EEO statement in all recruitment advertising;
 - b. Placing help wanted advertisements, when appropriate, in local minority news media and women's interest media;
 - c. Disseminating information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur;
 - d. Disseminating information on job opportunities to the Alabama State Employment Service, local high schools, colleges and universities when job opportunities occur;

- e. Participating in minority job fairs as feasible to increase our pool of qualified minority candidates;
- Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
 - a. Communicating promotion opportunities by posting Career Opportunities Announcements (job announcements) in a conspicuous place at their work site, on the City of Huntsville job line and website;
 - b. Initiating on-the-job training programs wherever possible;
 - c. Conducting employee performance evaluations; and
 - d. Providing clearly define job descriptions

SECTION XII

INTERNAL AUDIT AND REPORTING SYSTEM

The Equal Employment Officer has the responsibility for developing and preparing the formal documents of the Equal Opportunity Status Report for the City of Huntsville/Public Transit Division. The Equal Employment Officer is responsible for the effective implementation of the Plan; however, responsibility is likewise vested with the department head, managers and supervisors of this Division. The Public Transit's audit and reporting system is designed to:

- Measure the effectiveness of the Equal Employment Opportunity Program;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which the Public Transit Division's goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, transfers, demotions, terminations
- Compensation practices
- Job assignments, job classifications, job descriptions

The following documents are or will be maintained as a component of the City's internal audit process:

- An applicant flow log showing the name, race, sex, date of application, position applied for, interview status and the action taken for all individuals applying for job opportunities;
- Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
- Summary data of external job offers and new hires, promotions, transfers, demotions and terminations by job group and by sex and minority group identification;
- Maintenance of employment applications (Neogov, the City's on-line application system allows for permanent maintenance and retrieval of all applications for employment) and;
- Records pertaining to the City's compensation system.

- Records of all disciplinary actions will be reviewed and maintained, i.e., disciplinary actions resulting in termination, suspension, demotion, etc. by sex and race.
- Records of all EEO complaints (harassment and/or discrimination) received from employees of and applicants to the Public Transit Division based on race, color, religion, sex (including sexual harassment), national origin, age, mental or physical disability, military or veteran status.

Additionally, the Public Transit Division's internal audit system will include a quarterly status review and report by job group of the Division's progress toward meeting its EEO/AAP responsibilities. During quarterly reporting, the following will occur:

- Managers and supervisors of the Public Transit Division will be asked to report any current or foreseeable EEO problem areas and will be asked to outline their suggestions/recommendations for solutions. If interim problems arise, the manager or supervisor is to report problem areas immediately to the Equal Employment Officer.
- The Equal Employment Officer will discuss any problems relating to applicant or employee complaints, EEO charges, etc., with the Director of Public Transit.
- The Equal Employment Officer will report the status of the Public Transit Division's Equal Opportunity Plan (AAP) goals and objectives to the Director of Public Transit and recommend remedial actions to improve performance.
- Quarterly progress will be made available to and reviewed with all levels of management.

Special Note Regarding Subcontractors:

The City of Huntsville's Public Transit Division does not contract out any transit provider services (there are no sub-contractors that provide public transportation for the local transit system). Any other contracts follow Federal Transit Laws, Title 49, United States Code, Chapter 53, Third Party Required Contract Clauses. All applicable contracts will have the contractor's certification of compliance on Civil Rights (Title VI, ADA, and EEO) as required under MA Section 13.

SECTION XIII

EMPLOYMENT PRACTICES CHARTS & IMPACT RATIO ANALYSIS

APPLICANT SUMMARY DATA 2012 - 2014

[illegible]

Closing	Announc	Job Title	Job	Total # Applicants				Males				Females										
Date	Number	Dept	Group	Total	Male	Female	White	Black	His	A/PI	A/AN	Oth	No Race	White	Black	His	A/PI	A/AN	Oth	No Race	No ID	Sex UnID
JOB GROUP #2																						
12/23/11	3227	8700	Fixed Route Coordinator RD	2	5	4	1	2					1	1								
02/26/12	3235	8700	Fixed Route Lead Driver RD	2	3	2	1	1						1								
05/21/12	3281	8700	Paratransit Lead Driver RD	2	3	3		3														
			TOTAL APPLICANTS	11	9	2	2	6						2								
JOB GROUP #3																						
03/23/12	3255	8700	Public Transit Dispatcher RCOH	3	7	4	3	1						1	2							
07/12/12	3300	8700	Public Transit Dispatcher RCOH	3	12	7	5	4		1				1	4							
06/10/14	3520	8700	Public Transit Dispatcher (RD)	3	3	1	2	1						1	1							
			TOTAL APPLICANTS	22	12	10	7	4		1				3	7							
JOB GROUP #5																						
01/19/12	3231	8700	Fixed Route Driver RD	5	3	2	1	1						1								
02/29/12	3247	8700	Fixed Route Driver RD	5	4	3	1	2	1						1							
03/08/12	3250	8700	Fixed Route Driver RD	5	2	0	2							1	1							
04/27/12	3268	8700	Fixed Route Driver RCOH	5	2	0	2								2							
11/29/12	3340	8700	Fixed Route Driver RD	5	6	3	3		3						2	1						
12/31/12	6049	8700	Fixed Route Driver (Temp PT) Continuous E	5	293	196	92	72	103	9	3	3	2	4	31	54	1	1	3	3	2	1B, 2W
01/17/13	3353	8700	Fixed Route Driver RD	5	1	1								1								
04/03/13	3377	8700	Fixed Route Driver RD	5	5	4	1	1	3						1							
08/01/13	3417	8700	Fixed Route Driver RD	5	6	4	2	1	3					1	1							
09/25/13	3441	8700	Fixed Route Driver RD	5	1	1			1													
12/31/13	6049	8700	Fixed Route Driver (Temp PT) Continuous E	5	350	235	108	93	130	5		3	4	34	67	1	1	1	3	1	3	3B, 1W
11/04/14	3567	8700	Fixed Route Driver (RD)	5	7	2	5	1	1					2	2			1				
12/31/14	6049	8700	Fixed Route Driver (Temp PT) Continuous E	5	238	157	80	55	95	1	1		4	1	24	51	1	2	2	1		
08/23/12	3314	8700	Paratransit Driver RD	5	7	5	2	3	2					1								
12/31/12	6032	8700	Paratransit Driver (Reg PT) Continuous E	5	522	330	182	123	185	8	2	1	10	1	49	123	3	1		3	3	6 2B, 2W
12/31/13	6032	8700	Paratransit Driver (Reg PT) Continuous E	5	696	390	289	154	214	7	1	5	5	4	82	193	2		1	7	4	12 3B, 2W
12/31/14	6032	8700	Paratransit Driver (Reg PT) Continuous E	5	592	352	229	127	184	10	2	5	16	8	62	152	4		3	6	2	5 3B, 3W
			TOTAL APPLICANTS	2735	1684	1000	633	926	40	9	17	41	18	289	651	12	3	7	25	13	29	22

TERMINATIONS - PUBLIC TRANSIT DIVISION
JANUARY 1, 2012 - DECEMBER 31, 2014

JOB GROUP	FEMALES			MALES			Grand Total
	Minority	Non-Minority	Total	Minority	Non-Minority	Total	
1 Professionals							
2 Paraprofessionals							
3 Administrative Support							
4 Skilled Craft Workers							
5 Service-Maintenance Workers	12	7	19	9	8	17	36
6 Officials & Administrators							
Total Terminations							36

1 Termination for Medical Reasons (White Male) - Included above
1 Death (Black/African American Male) - Not included above

Separations		Male							Female															
		Black / African American			White	Hispanic	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Multi Racial	Black / African American			White	Hispanic	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Multi Racial					
Race/Ethnicity		White	African American	Hispanic	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Multi Racial		White	African American	Hispanic	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Multi Racial		White	African American	Hispanic	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Multi Racial
Resignation		22.86%	17.14%	0.00%	0.00%	0.00%	0.00%	0.00%		17.14%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%		17.14%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement		0.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Retirement In Lieu Of Termination		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Termination/Discipline		0.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%		2.86%	5.71%	0.00%	0.00%	0.00%	0.00%	0.00%		2.86%	5.71%	0.00%	0.00%	0.00%	0.00%	
Disability Retirement		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reduction in force (RIF)		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Transfer		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Total		22.86%	22.86%	0.00%	0.00%	0.00%	0.00%	0.00%		20.00%	34.29%	0.00%	0.00%	0.00%	0.00%	0.00%		20.00%	34.29%	0.00%	0.00%	0.00%	0.00%	

Disciplinary Actions		Male								Female						
		Race/Ethnicity	White	Black / African American	Hisp	Asian	American Indian or Alaskan Native	Native Hawaian or Pacific Islander	Multi Racial	White	Black / African American	Hisp	Asian	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	Multi Racial
Discharge		0.00%	1.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.82%	3.64%	0.00%	0.00%	0.00%	0.00%	0.00%
10-day Suspension w/out Pay		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.82%	5.45%	0.00%	0.00%	0.00%	0.00%	0.00%
6-day Suspension w/out Pay		0.00%	1.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5-Day Suspension w/out Pay		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
3-day Suspension w/out Pay		0.00%	1.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.82%	3.64%	0.00%	0.00%	0.00%	0.00%	0.00%
1-day Suspension w/out Pay		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.45%	0.00%	0.00%	0.00%	0.00%	0.00%
Written Warning		5.45%	5.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.82%	7.27%	0.00%	0.00%	0.00%	0.00%	0.00%
Verbal Warning		10.91%	10.91%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.45%	23.63%	0.00%	0.00%	0.00%	0.00%	0.00%
#REF!																
Reserved		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reserved		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total		16.36%	21.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.73%	49.09%	0.00%	0.00%	0.00%	0.00%	0.00%

PROMOTIONS - PUBLIC TRANSIT DIVISION
JANUARY 1, 2012 - DECEMBER 31, 2014

JOB GROUP	FEMALES			MALES			Grand Total
	Minority	Non-Minority	Total	Minority	Non-Minority	Total	
1 Professionals							
2 Paraprofessionals				1	2	3	3
3 Administrative Support				1			1
4 Skilled Craft Workers							
5 Service-Maintenance Workers		2	2				2
6 Officials & Administrators							
Total Promotions							6

Job Group #2 Paraprofessionals - 1 male applicant unidentified by race

[illegible]

Female																
Promotions %	White				Black/African American		Hispanic		Asian		American Indian or Alaskan Native		Native Hawaiian or Pacific Islander		Multi Racial	
Race/Ethnicity	Applied	Total Promoted	Applied	Total Promoted	Applied	Total Promoted	Applied	Total Promoted	Applied	Total Promoted	Applied	Total Promoted	Applied	Total Promoted	Applied	Total Promoted
JG #1 - Professionals	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
JG #2- Paraprofessionals	10.53%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
Job Group #3 - Admin Support	5.26%	0.00%			10.53%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
JG #4 - Skilled Craft Workers	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
JG #5 - Scv-Maintenance Workers	10.53%	33.33%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
JG #6 - Officials & Administrators	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
0	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
0	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
0	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
0	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		
Total	26.32%	33.33%			10.53%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%		

**NEW HIRES - PUBLIC TRANSIT DIVISION
JANUARY 1, 2012 - DECEMBER 31, 2014**

JOB GROUP	FEMALES			MALES			Grand Total
	Minority	Non-Minority	Total	Minority	Non-Minority	Total	
1 Professionals							
2 Paraprofessionals							
3 Administrative Support							
4 Skilled Craft Workers							
5 Service-Maintenance Workers	17	8	25	10	8	18	43
6 Officials & Administrators							
Total New Hires							43

Hiring %	Race/Ethnicity	Male													
		White		Black / African American		Hispanic		Asian		American Indian or Alaskan Native		Native Hawaiian or Pacific Islander		Multi Racial	
		Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired
	JG #1 - Professionals	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	JG #2- Paraprofessionals	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Job Group #3 - Admin Support	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	JG #4 - Skilled Craft Workers	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	JG #5 - Scv- Maintenance Workers	23.92%	18.60%	34.92%	23.26%	1.53%	0.00%	0.34%	0.00%	0.65%	0.00%	0.00%	0.00%	1.57%	0.00%
	JG #6 - Officials & Administrators	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Total	23.92%	18.60%	34.92%	23.26%	1.53%	0.00%	0.34%	0.00%	0.65%	0.00%	0.00%	0.00%	1.57%	0.00%

Hiring %	Female											
	White		Black / African American		Hispanic		Asian Pacific Islander		American Indian or Alaskan Native		Native Hawaiian or Pacific Islander	
	Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired	Applied	Hired
Race/Ethnicity												Multi Racial
JG #1 - Professionals	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
JG #2- Paraprofessionals	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Group #3 - Admin Support	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
JG #4 - Skilled Craft Workers	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
JG #5 - Scv- Maintenance Workers												
JG #6 - Officials & Administrators	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	10.81%	18.60%	24.53%	39.53%	0.42%	0.00%	0.11%	0.00%	0.27%	0.00%	0.00%	0.92%

TRANSFERS - PUBLIC TRANSIT DIVISION
JANUARY 1, 2012 - DECEMBER 31, 2014

JOB GROUP	FEMALES		MALES		Grand Total
	Minority	Non-Minority	Minority	Non-Minority	
1 Professionals					
2 Paraprofessionals					
3 Administrative Support	2	2			2
4 Skilled Craft Workers					
5 Service-Maintenance Workers			1	1	1
6 Officials & Administrators					
Total Transfers					3

[illegible]

IMPACT RATIO ANALYSIS --- POSITIVE PROCESSES

JOB GROUP / DEPARTMENT	DATA INPUT BLOCKS				TOTAL POOL SELS.	TOTAL SELS.	NON- PROT.		PROT. RATE (E/D)	GROUP RATE (G/F)	STATISTICAL TESTS			EXPECT			AFFECTED JOB GROUP / DEPARTMENT	DEGREE UGESP ADVERSE Q&A IMPACT Q-21 (***) (PASS) ---Q-----R---S---
	NON-PROTECTED		PROTECTED				80 % RULE	FISHER EXACT			STD DEV	# OF PROT. SELS.	# OF PROT. SELS.	PROT. POTL AFFECT				
	POOL SELS.	POOL SELS.	POOL SELS.	POOL SELS.														
-----A----- (INPUT)	---B--- (INPUT)	---C--- (INPUT)	---D--- (INPUT)	---E--- (INPUT)	---F--- (B+D)	---G--- (C+E)	---H--- (C/B)	---I--- (E/D)	---J--- (G/F)	---K--- (< 80%)	---L--- (< 0.025)	---M--- (>= 2.0)	---N--- (J*D)	---O--- (+E)	---P--- (N-O)	(+A)	(NOTE)	(NOTE)
Job Group #1	0	0	0	0	0	0	0											
Job Group #2	0	0	0	0	0	0	0											
Job Group #3	0	0	0	0	0	0	0											
Job Group #5	916	16	1563	27	2479	43	1.7%	1.7%	1.7%	98.9%								
					0	0												
					0	0												
					0	0												
					0	0												
					0	0												
	916	16	1563	27	2479	43												

COMPANY NAME: City of Huntsville - Public Transit Division
PROCESS: New Hires
DATES: 2012-2014

REPORT DATED 01/01/15

NOTES:

- IF COLUMN K = N/A, THEN DISTRIBUTION OF SELECTIONS INDICATES NO EVIDENCE OF AD
- IF COLUMN K < 80%, THEN COLUMNS L THROUGH P ARE CALCULATED FOR ADDITIONAL INFORMATION.
- IF COLUMN R = (*) ADVERSE IMPACT IS NOT STATISTICALLY SIGNIFICANT (K < 80% & P >= 1.0);
- (**) ADVERSE IMPACT IS OCCURRING UNLIKELY BY CHANCE (L < 0.025);
- (***) ADVERSE IMPACT IS OCCURRING UNLIKELY BY CHANCE (M >= 2.0).
- IF COLUMN S = PASS, THEN DISTRIBUTION OF SELECTIONS INDICATES NO EVIDENCE OF ADVERSE IMPACT.

IMPACT RATIO ANALYSIS --- NEGATIVE PROCESSES

[illegible]

**DEMOTIONS - PUBLIC TRANSIT DIVISION
DECEMBER 1, 2012 - DECEMBER 31, 2014**

JOB GROUP	FEMALES		MALES		Grand Total
	Minority	Non-Minority	Minority	Non-Minority	
1 Professionals					
2 Paraprofessionals					
3 Administrative Support					
4 Skilled Craft Workers					
5 Service-Maintenance Workers		1	1	1	3
6 Officials & Administrators					
Total Demotions					3

Note: 2 demotions due to departmental action - 1 WF, 1BM
1 WM transferred from Parking Division taking a
demotion to Paratransit Driver - Voluntary Demotion